

# Reasons For Imposing Disciplinary Action

The following list shows examples of offenses for which an agency head or delegated supervisor may take disciplinary action under the NAPE/AFSCME Labor Contract:

- ⦿ Violation of, or failure to comply with, the Labor Contract, State constitution or statute; an executive order; regulations, policies or procedures of the employing agency; or legally promulgated published rules.
- ⦿ Failure or refusal to comply with a lawful order or to accept a proper assignment from an authorized supervisor.
- ⦿ Inefficiency, incompetence or gross negligence in the performance of duties.
- ⦿ Unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcoholic beverage in the workplace or reporting for duty under the influence of alcohol and/or unlawful drugs...
- ⦿ Negligent or improper use of state property, equipment or funds, or conversion of state property.
- ⦿ Bribery to gain, or attempt to gain, promotion, leave, or favorable assignment for individual benefit or advantage.
- ⦿ Falsification or intentional omission of required information on the employment application/resume.
- ⦿ Unauthorized use or abuse of any type of leave, meal or rest periods.
- ⦿ Repeated tardiness or unauthorized leave, including unauthorized departure from the work area.
- ⦿ Failure to maintain appropriate working relationships with the public, employees, supervisors, or managers while on the job or when performing job related functions.
- ⦿ Failure to obtain and maintain a current license or certification required by law or agency standards as a condition of employment.
- ⦿ Conviction of a felony.
- ⦿ Acts or conduct which adversely affects the employee's performance and/or the employing agency's performance or function.
- ⦿ Work place harassment based, in whole or in part, on race, color, sex, religion, age, disability or national origin, which manifests itself in the form of unwelcome comments, jokes, printed material and/or unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.
- ⦿ Display of materials and/or the utterance of offensive comments in the workplace that are derogatory towards a group or individual based upon race, gender, color, religion, disability, age or national origin.



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 Click on "Disciplinary Handbook"